

## **WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: PLANNING & COMMUNITY DEVELOPMENT**

**DATE: FEBRUARY 4, 2011**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS WOOD  
TAYLOR  
LOEB

**COMMITTEE MEMBERS ABSENT:**

SUPERVISORS SOKOL  
MCCOY

**OTHERS PRESENT:**

REPRESENTING PLANNING & COMMUNITY DEVELOPMENT:

PATRICIA TATICH, DIRECTOR  
WAYNE LAMOTHE, ASSISTANT DIRECTOR  
JAMIE WHITE, SMALL BUSINESS DEVELOPMENT COORDINATOR

DANIEL G. STEC, CHAIRMAN OF THE BOARD

PAUL DUSEK, COUNTY ATTORNEY/ADMINISTRATOR

JOAN SADY, CLERK OF THE BOARD

KEVIN GERAGHTY, BUDGET OFFICER

SUPERVISORS BELDEN

MCDEVITT

STRAINER

CAMERON TESSIER, WARREN COUNTY RESIDENT

SKIP STRANAHAN, WE THE PEOPLE

THOM RANDALL, *ADIRONDACK JOURNAL*

CHARLENE DIRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

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Mrs. Wood called the meeting of the Planning & Community Development Committee to order at 11:05 a.m.

Motion was made by Mr. Taylor, seconded by Mr. Loeb and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Patricia Tatich, Director of the Planning and Community Development Department, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Ms. Tatich reported that there was still a vacancy from the Town of Warrensburg on the Warren County Planning Board. She said that Mr. Geraghty continued to search for a suitable candidate; however, she added, Mr. Geraghty had indicated his consent in selecting a representative from another Town if he was unable to find a candidate. Ms. Tatich notified the Committee of a pending resignation on the Warren County Planning Board from the Town of Chester and said she would advise Mr. Monroe of the pending vacancy and request a suitable replacement.

Ms. Tatich requested authorization to submit grant applications, as follows:

- ▶ to the New York State Office of Community Development, Community Development Block Grant Program for funding of community development projects in an amount not to exceed \$750,000;
- ▶ to the New York State Office of Community Development, Community Development Block Grant Program for funding of economic development projects in an amount not to exceed \$750,000;
- ▶ to the New York State Office of Community Development, New York State Housing Trust Fund, HOME Program for funding of housing assistance projects in an amount not to exceed \$750,000;
- ▶ to the New York State Office of Community Development, New York State Housing Trust Fund, ACCESS TO HOME Program for funding of housing assistance projects in an amount

- not to exceed \$200,000; and
- ▶ to the New York State Office of Community Development, New York State Housing Trust Fund, RESTORE Program for funding of housing assistance projects in an amount not to exceed \$75,000.

Mr. Loeb questioned the difference between the two Community Development Block Grant applications and Wayne LaMothe, Assistant Director of the Planning & Community Development Department, explained that the application for community development projects was for a competitive round of funding and the application for economic development projects was for an ongoing open round of funding.

Motion was made by Mr. Loeb, seconded by Mr. Taylor and carried unanimously to authorize submission of the grant applications as outlined above. *Copies of the resolution request forms are on file with the minutes and the necessary resolutions were authorized for the February 18, 2011 Board meeting.*

Ms. Tatich requested to amend Resolution No. 463 of 2010, which amended Resolution No. 695 of 2008 and ratified the actions of the Chairman of the Board in executing an amendment agreement with the New York State Department of Environmental Conservation (NYS DEC) for the 400<sup>th</sup> Explore New York reimbursable grant, in order to extend the termination date from December 31, 2010 to December 31, 2011. She noted it was likely that the project would be completed by April 2011.

Motion was made by Mr. Loeb, seconded by Mr. Taylor and carried unanimously to amend Resolution No. 463 of 2010 as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the February 18, 2011 Board meeting.*

Ms. Tatich requested authorization for out-of-state travel to allow Mr. LaMothe and herself to attend the American Planning Association 2011 National Planning Conference on April 9-12, 2011 in Boston, Massachusetts. She stated that the cost to the County would be a registration fee of \$645 each, as both she and Mr. LaMothe would cover the cost of their own travel, lodging and meals. Mr. Loeb asked for a brief description of the Conference and Ms. Tatich responded there would be approximately 400 mobile workshops presented on a variety of planning topics. Mr. Taylor commended Ms. Tatich and Mr. LaMothe for their willingness to cover the cost of travel, lodging and meals.

Motion was made by Mr. Taylor, seconded by Mr. Loeb and carried unanimously to authorize out-of-state travel as outlined above. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes and the necessary resolution was authorized for the February 18, 2011 Board meeting.*

Ms. Tatich provided an update on the Geographic Information System (GIS) services provided by the Department to the individual municipalities and pointed out that a pie chart on page 16 of the agenda displayed the amount of time expended on GIS services to the municipalities. She stated that 56% of the time was spent on E911 addressing, 37% on technical support and 7% on individual requests. She noted that Resolution No. 475 of 2009 had set forth the parameters for provision of GIS services to the individual municipalities at a rate of \$30 per hour to be paid quarterly. She apprised she had several conversations with Paul Dusek, County Attorney/Administrator, pertaining to which GIS services should be considered County and which should be considered services to the municipalities. Requests from the individual municipalities, she continued, were easily defined as services to those municipalities.

Ms. Tatich pointed out that page 17 represented the payments of the individual municipalities for GIS services provided in 2010. She noted the Town of Queensbury did not participate in the program due to the fact that they employed their own GIS Coordinator. She advised that if the GIS Coordinator was able to complete the E911 addressing request from the Office, a lower fee of \$15 was charged, as less of the employees time was used. She explained that the GIS Coordinator also completed E911 addressing for individuals converting a camp to a home, as the mortgage companies required an E911 address for the properties. She stated that the amount billed to the Town of Lake George was high due to a number of subdivisions in the Town. Ms. Tatich apprised that Mr. McCoy felt strongly that E911 addressing services were difficult for the municipalities to budget and he had requested amending the agreement for fees to the municipalities so that the individuals requesting the service were charged. This would reduce the amount billed to the municipalities, she added, as an E911 addressing fee varied from \$15 to \$60.

Mrs. Wood noted the contracts had offered a flat rate of \$1,250 for GIS services and Mr. LaMothe responded the flat rate offer had only been for 2009 services. Mr. Geraghty asked if the post office assigned an E911 address if it was not completed by the County and he questioned why the municipalities were charged for individual E911 requests. Ms. Tatich responded that the Sheriff's Department utilized the E911 addresses as locating points for response to emergency calls. Mr. LaMothe explained it was a requirement of the Fire Code to have an E911 address for emergency services dispatch.

Discussion ensued pertaining to E911 addressing services.

Cameron Tessier, Warren County resident, requested permission to address the Committee. Mrs. Tessier expressed her concern with the condition of several landmark buildings in the Town of Chester which she opined were disintegrating. She asked what the appropriate course of action would be and which entity was responsible for the development of the Town of Chester which was in need of community development. Ms. Tatich responded that the Department completed planning and community development work in support of initiatives that were requested by the municipalities. She said they had worked with Mr. Monroe on various development projects for the Town of Chester. Mrs. Tessier gave the example of the Rising House and stated there were at least three landmarks in particular which needed attention. Mrs. Wood suggested that Mrs. Tessier bring her concerns to the attention of Mr. Monroe to begin the process of addressing the issue.

Returning to the previous discussion, Ms. Tatich opined that an amended agreement would be necessary once an alternate billing option was determined. She requested the issue of a new agreement with the individual municipalities for GIS services be placed on the pending item list for further discussion at a future meeting. Mr. Dusek asked if the intent was to continue with the existing agreement or if Ms. Tatich was anticipating billing retroactively once a new agreement was in place. Ms. Tatich responded that the intent was to continue with the current agreement which did not have a termination date.

Mr. LaMothe apprised that he had mentioned at a previous meeting that newer computers used Windows 7 as an operating system which was not compatible with the GIS Program and all of the special applications used by the Department. He reported the Department was researching the possibility of revamping the system to offer it as a distributed GIS which would be web based as opposed to PC (personal computer) based. He advised if the system was web based it could be accessed through a free Google application regardless of the operating system being utilized by the PC. He explained that switching to a web based system would eliminate the need for the municipalities to purchase site licenses for the software. He added the municipalities currently paid approximately \$8,000 per year in licensing fees. One concern with switching to a web based system,

Mr. LaMothe reported, was that the County's T1 line could be insufficient to handle the increased usage. He said the Department would continue to research the possibility.

Mr. LaMothe updated the Committee on the current Community Development projects for the Department, as follows:

- ▶ CD68 - a housing program in the Town of Warrensburg with approximately \$68,000 remaining was anticipated to be completed in 2011;
- ▶ CD71 - a performance based initiative awarded by the Department of Housing and Community Renewal in the amount of \$300,000 for which work had recently commenced;
- ▶ CD72 - the Westmount Health Facility Sprinkler Project for which funding was awarded from a Community Development Block Grant in the amount of \$486,000 and for which the bid package was currently being prepared.

Pertaining to the Westmount Health Facility Sprinkler Project, Mr. LaMothe explained that when the grant application had been prepared there was a preliminary estimate for the cost of the project from the engineer, as a final design had not been completed. He advised the total cost of the project would not be known until the final design was completed. He apprised that Westmount Health Facility had a Capital Project which could be utilized if it was determined that the cost of the project exceeded the amount of grant funding received.

Mr. LaMothe stated that the Adirondack/Glens Falls Transportation Council (A/GFTC) had a Unified Work Program which required submission to the New York State Department of Transportation (NYS DOT) by March 11, 2011. He reported that there had not been a quorum for the last policy meeting which was being re-scheduled for the beginning of March. He expressed the importance of the Warren County representatives attending the next meeting to ensure there was a quorum.

Mr. LaMothe announced that he and Ms. Tatich had attended an Upstate Planning Association briefing pertaining to the Smart Growth Legislation adopted by the State in 2009. He explained the Legislation required there to be a review committee established for any public infrastructure, such as bridges and roads, to determine where funding would be allocated. He presented an example of the Town of Chester which wanted to install a waterline to the Industrial Park and stated that under the Smart Growth Program this project would no longer be eligible for grant funding. He said that under the Smart Growth Program the priority was geared towards the more urban areas. Mr. LaMothe requested Mr. Dusek to research the restrictions that would be imposed by the Legislation.

Mr. Belden suggested that caution be taken when applying for grant funding from the State as it was unknown where State budget reductions would be imposed. He advised that the Department ensure that the projects would be funded prior to signing contracts. Brief discussion ensued pertaining to grant funding.

Ms. Tatich reminded the Committee that the application for Economic Stimulus funding submitted by CBN Connect on behalf of the County for a Broadband Initiative, had been denied. She reported that she and Mrs. Wood had attended a CBN Connect Broadband meeting in Plattsburgh, New York the previous week. Ms. Tatich advised that new sources of funding were being researched in connection with the SUNY (State University of New York) Plattsburgh Technical Assistance Center.

There being no further business to come before the Planning & Community Development Committee, on motion made by Mr. Taylor and seconded by Mr. Loeb, Mrs. Wood adjourned the meeting at 11:45 a.m.

Respectfully submitted,  
Charlene DiResta, Sr. Legislative Office Specialist